**Informational Interview**

The best way to find out what it is like to work in a specific occupation is to talk to someone working in the field. This is called an informational interview. Because of personal contact, informational interviews will increase your understanding of what it is like to work in a particular occupation, and may also lead to connections with employers who will be hiring new workers in the future.

**Setting Up An Informational Interview**

* Use your network to find the person you want to talk to.
* Phone, email, or write your contact to explain what you want to do. Set up the interview at a time and place that works best for him or her.
* The interview is best done in person, but may be done on the phone or by email if it is convenient and acceptable to your contact.
* Prepare your questions in advance or use the suggested ones included.
* If you visit your contact, look your best and arrive on time.
* Be polite and considerate.
* Keep notes. Thank your contact for his/her time and consideration.
* Send a thank you note the next day.

Resource: *Finding Out,* Alberta Human Resources and Employment

**Suggested Questions For Information Interviews**

**Name of Person Interviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* How did you get involved with this kind of work?

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* What training do you have for this occupation?

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* Describe a typical day at your job.

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* What do you like best about your job?

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* What do you like least about your job?

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* If you were to give one piece of advice to a person thinking about joining your occupation, what would it be?

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* What would you recommend as the best way to get a start in your field?

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